

LICENSE CHANGE INSTRUCTIONS*(For Salespersons and Individual Brokers)*

RE 211 (Rev. 8/03)

Telephone: (916) 227-0931

- ✓ Refer to Corporate License Instructions (RE 218) for information regarding corporations and corporation officers. Do not make corporation changes on RE 204.
- ✓ The following real estate forms are referenced by form number in this instruction sheet.

RE 203 Branch Office Application RE 204 Broker Change Application (<i>For Broker Licensees</i>) RE 208 Broker Renewal Application RE 209 Salesperson Renewal Application	RE 214 Salesperson Change Application RE 234 Consent To Service of Process (RE) RE 235 Out-Of-State Broker Acknowledgment RE 251 Continuing Education Course Verification
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- ✓ **eLicensing** — Licensees can perform the following transactions using the *eLicensing* system at **www.dre.ca.gov**:
 - Broker and salesperson renewals
 - Salesperson requests to change employing broker
 - Mailing address changes
 - Broker, salesperson, officer and branch duplicate license requests
 - Automated fee payment and processing

License Certificates

License certificates are not to be returned to the Department of Real Estate (DRE) unless specifically requested by DRE.

A new license certificate is issued only in a limited number of transactions. When a new license certificate is *not* issued, the change is to be made on the existing license. Delete the previous information and enter the change on the license. Date and initial it. (*The change is to be typed or written in ink.*)

Duplicate License/Pocket ID Card

Broker – Use *eLicensing* or submit a completed RE 204. Mark the “Issue Duplicate License” box.

Salesperson – Use *eLicensing* or submit a completed RE 214. Mark the “Issue Duplicate License” box.

A \$10 fee is required for a duplicate license. A pocket ID card is attached to all licenses and cannot be issued separately.

Licensee Residing Out-of-State

Out-of-state residents must have an RE 234 on file with this Department. This form must be completed, signed, notarized, and returned to DRE.

Brokers must maintain a California business address if engaging in business in California. If *not* engaging in business in California, brokers must also file an RE 235.

Salespersons must be licensed with a California broker if engaging in business in California.

Terminating a Salesperson

To terminate a salesperson, the former broker may submit a completed RE 214 or a letter containing the following: salesperson’s name, ID#, termination date, and the former broker’s name and signature. Strike out former broker’s name on the license. Date, initial and return license to salesperson.

A salesperson may also submit a completed RE 214 to terminate himself/herself from the former broker’s employ.

Change of Sponsoring Broker

Use *eLicensing* or submit a completed RE 214 signed by the salesperson, the new sponsoring broker, and the former broker (if available). License certificate should be returned to the salesperson by former broker and given to the new sponsoring broker. If a new license certificate is desired, request a duplicate and include the \$10 fee. If the salesperson wishes to be placed on *non-working* status, he/she would retain possession of the license.

Change of Mailing Address

Broker – Use *eLicensing* or submit a completed RE 204. Make the change on the license. Date and initial it.

Salesperson – Use *eLicensing* or submit a completed RE 214. Make the change on the license. Date and initial it.

- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- License certificates and correspondence are always mailed to the licensee at the mailing address provided to this Department.
- An employing broker’s change of address will not change the salesperson’s mailing address.
- A new license is not automatically issued. If a new license certificate is desired, mark the “Issue Duplicate License” box and include the \$10 fee.

Change of Personal Name

Broker – Submit a completed RE 204 and a photocopy of appropriate legal documentation to substantiate the name change (see below). A new license will be issued bearing the new name.

Salesperson – Submit a completed RE 214 and a photocopy of appropriate legal documentation to substantiate the name change (see below). A new license will be issued bearing the new name.

Acceptable documentation (*copies are preferred*):

- Court order reflecting a legal change of name

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- Driver's license showing new name
- Marriage certificate
- Divorce decree showing both names
- Any other legal document showing both names in question.

Change of Main Office Address

Broker – Use **eLicensing** or submit a completed RE 204. Make the change on the license. Date and initial it. (*The main office address must be a physical California address.*) A new license is **not** automatically issued. If a new license certificate is desired, request a duplicate license and include the \$10 fee.

Branch Office License

To Add/Cancel – Submit a completed RE 203 for each office being *added* or *cancelled*. Salespersons are not affected by the cancellation or issuance of a branch office license. A license certificate will be issued for new branches.

Note: Fictitious business names are printed on branch office licenses.

Fictitious Business Name / Doing Business As (DBA)

Prior to filing your Fictitious Business Name Statement (FBNS) with the county, you may wish to contact a local DRE district office, or check our Web site www.dre.ca.gov, to determine if the name is already in use by another broker.

To Add – Submit a completed RE 204 and a certified copy of the Fictitious Business Name Statement. The broker applying for the DBA **must** be reflected on the FBNS as a registrant. A new license will be issued.

To Cancel – Submit a completed RE 204 showing the DBA to be cancelled. A new license will be issued.

Renewal Licenses

See Licensing Renewal Information (RE 211A) for complete instructions on renewals.

A new four-year license is issued at renewal time upon payment of the proper fee, submission of the appropriate completed renewal application (RE 207, 208, or 209), and an RE 251. Refer to **eLicensing** information.

As a courtesy, renewal applications are mailed to licensees at the mailing address on DRE records. As there is no assurance of delivery, it is the responsibility of the licensee to renew on time.

Per Section 10156.2 of the Business and Professions (B&P) Code, “An application on the form prescribed by the commissioner for the renewal of a license, filed before midnight of the last day of the period for which a previous license was issued, accompanied by the applicable renewal fee and good faith evidence of compliance with continuing education requirements, entitles the applicant to continue operating under his/her existing license after its specified expiration date, if not previously suspended or revoked.”

If a renewal was submitted on a timely basis, and the check or money order has been cancelled by this Department, continued operations are allowed without the renewed license certificate, unless or until notified otherwise by this Department.

Do not submit your renewal application more than 90 days prior to expiration date. Allow up to four weeks for processing.

Continuing Education (§10170 B&P et seq.)

All individual licensees are required to complete approved continuing education courses *each* four-year period preceding renewal of the individual license. Continuing education must be evidenced on RE 251 and must be completed within the four years immediately preceding the renewal date. *Do not submit continuing education certificates.*

All real estate brokers and salespersons (except for salespersons renewing an original license for the first time) initially renewing a license on or after January 1, 1996 must complete 45 clock hours of DRE-approved continuing education consisting of:

- Four separate three-hour courses in the following subjects: ethics, agency, trust fund handling, and fair housing;
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining 15 clock hours related to either consumer service or consumer protection courses.

A salesperson who is **renewing for the first time** and qualified under Section 10153 B&P by satisfying all requirements as specified in Section 10153.4(a), is *not* required to complete the continuing education requirement *except* for three-hour courses in **ethics, agency, fair housing** and **trust fund handling** pursuant to Section 10170.5 B&P. (This applies only to the first license renewal.)

If the license is conditionally suspended, transcripts showing completion of two specified college-level real estate courses must be submitted by the end of the four-year term of the license or renewal rights will be lost.

For subsequent renewals, all real estate brokers and salespersons must complete 45 clock hours of DRE-approved continuing education consisting of:

- One six-hour course that covers the four mandatory subjects (ethics, agency, trust fund handling, and fair housing);
- At least 18 clock hours of consumer protection courses; and
- The remaining 21 clock hours in either consumer service or consumer protection courses.

Refer to RE 251 for further information.

A corporation broker who is simultaneously licensed as an individual broker will be required to submit evidence of compliance with continuing education requirements when renewing the individual broker license. A licensee who is licensed only as a real estate broker-officer of a corporation must submit evidence of compliance with continuing education requirements when renewing or applying for an additional corporation officer license(s) or when applying for an individual real estate broker license. Thus, if a corporation broker-officer does not have a current individual real estate broker license, the broker will be required to submit evidence of compliance with continuing education requirements before any *original or renewal* license(s) can be issued.

Exemption from CE Requirement

A licensee is considered exempt if all three requirements below are met:

- 70 years of age or older;
- Continuously licensed in real estate in California for 30 years or longer; and
- No disciplinary action taken against the license within 30 years prior to the license renewal date.